

SECRET

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 17 August 1955

FROM : Acting Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report, No. 33
10-16 August 1955

I. SIGNIFICANT ITEMS:

None.

II. OTHER ACTIVITIES:

1. Arrangements have been made by LS/ISB with the Film Section of the Machine Division/CD to reproduce photostat copy prints of Instructor Guide card materials whenever necessary. The process will facilitate distribution to requesters, upon short notice, of bibliographies on selected subjects, and thereby increasing the value of the Guide effort.

25X1 2. [] A&E Staff, discussed with Chief, ISB, the problems involved in the planning of a Group Situational Testing and Observation Room to be located in Rm. 130-A, R&S Bldg. VAS/ISB will prepare sketches of a floor plan and interior design layout, plus a summary of the cost of equipment and materials.

25X1 ✓ 3. [] PPS/TR, and Chief, ISB held a preliminary discussion concerning the problems of graphic and pictorial presentation of the Fifth Anniversary Report of OTR.

25X1 4. [] - the request for the reproduction of this material has been completed and sent to the instructor/Admin Procedures Course.

5. The Gospel According to Marx - 43 stencils to be typed and proofed for the Basic Orientation Course. The material will be forwarded to Printing Services Division/LO, on 19 August for the processing of 200 copies.

6. Instructor's Guide to Current References - the 22 August issue of the Guide is scheduled for distribution 19 August.

25X1 7. Bibliographies - [] RQM/OIS, has requested materials available in OTR concerned with the problems of training foreign nationals. A total of 66 items selected by LS/ISB are being photostated and a copy will be sent to Mr. [] for retention. Additional listings to be compiled will be made available to the user.

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8. Lesson Plans

lesson plans

- a. Lesson plans received this week: [] - 1 (revised)
b. A total of 554 copies of the [] were made by the E&R Section, and delivered to the instructor/MTB.

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10. Films for [] - No retention films due; 24 loan films due; 3 loan films sent.

11. Attendance at Foreign Language Films

German	10 August 1955	1
Italian	16 August 1955	1

12. Training Aids Completed During the Week

- a. National Intelligence Orientation - 1 display chart.
b. Office of Personnel - revise and modify 2 posters for reproduction.
c. Office of Security - design and artwork of 2 charts.
d. BIC/Intelligence Principles and Methods - Misc. cards, total 2.

13. [] Librarian/LETS, is presently working part-time in the OTR Library, with [] for library training, and to acquire additional information to complete the inventory of the LETS book collection.

14. A program of "on-the-job" training has been arranged within ISB for Mr. [] for a general orientation and briefing of the operating services and technical information dealing with audio aids, photography, and the library system, prior to his transfer to FE as a training aids officer at an overseas station.

15. Personnel

- a. [] has been assigned as secretary to C/ISB replacing Miss [] who has been transferred to the Office of the Chief, Support Staff/TR.
b. [] has been assigned as a clerk-typist to the staff of E&R/ISB.
c. [] will be away on an extended two-month vacation tour of [] during August and September.
d. [] will be on annual leave from 19 August to 7 September.

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